



USAID
FROM THE AMERICAN PEOPLE

W-7 Package Cover Letter

An Additional Help Document for ADS Chapter 252

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[LETTERHEAD OF SPONSORING UNIT OR IMPLEMENTER]

[date]

United States Agency for International Development
Responsible or Alternate Responsible Officer for J-1 Visa Compliance
Office of Education (E3/ED/HEWT), PT Team
SA-44, Room 263
301 4th Street, SW
Washington, DC 20546

This letter certifies:

1. The attached completed Form W-7, Application for IRS Individual Taxpayer Identification Number and supporting documentation are for *[insert EV's full name]*, SEVIS ID *[insert SEVIS ID number (on upper-right corner of Form DS-2019)]*;
2. The name and SEVIS ID number have been verified by the undersigned;
3. The undersigned has verified that the applicant is not eligible for a SSN, will not be securing employment in the United States or receiving any type of income from personal services, and is receiving only non-compensatory income from scholarships, fellowships, or grants that is subject to IRS information reporting and/or federal tax withholding requirements during the current tax year;
4. The applicant's supporting original documents or copies certified by the issuing agency to establish identity and foreign status have been personally reviewed by the undersigned.

The applicant provided the following **two** originals or copies certified by the issuing agency to establish the applicant's identity and foreign status:

- Passport **Valid** J-1 visa issued by U.S. Department of State

Attachments:

Completed and signed IRS Form W-7 – Application for IRS Individual Taxpayer Identification Number
Copy of signed Form DS-2019 Certificate of Eligibility for Exchange Visitor Status (J-1 status)
Copy of AID Form 1381-6, Conditions of Sponsorship for U.S.-Based Activities
Copy of identification documents

The undersigned is representing the above named (see letterhead) USAID Sponsoring Unit or implementer.

(Printed name)

(Signature)

(Contact Telephone Number)

(Signature Date)